

APPENDIX

RECORDS MANAGEMENT PROJECTS IN PROCESS

1. Forms Management Posters for Promotion of Various Aspects of Forms Management - Now in process of development.
2. Savings Cost System for Appraising the Value of the Forms Program - Development of system now in process.
3. Forms Management Handbook - Now being developed.
4. Training Program (Forms Management) - Training material now being developed.
5. Simplification of Procedures for Handling Classified Forms - Notice forwarded to office of DD/A for authentication.
6. Standardization of FI Information Reports - Coordination of press-proof copy now being effected. Final tests are scheduled.
7. Study of Stocked Forms Supply System - A procedure to simplify and make more efficient present methods of stocking forms is in process of development. Several meetings with Logistics Office personnel have been scheduled.
8. Standardization of OO Information Reports - Problem now under study.
9. Publish Forms Index - Publish on a quarterly basis numerical, alphabetical and functional forms indices. Project now being developed.
10. Reports Management Program (Office of Comptroller) - Completed draft of guide submitted to the Comptroller for review. Further action delayed pending reply.
11. Correspondence Handbook - Draft copy distributed by Regulations Control Staff for concurrences of all offices on 4 December 1952.
12. Correspondence Management Program Promotion - Proposed CIA notice and brochure now being developed.
13. Staff Study Justifying Need for Correspondence Management Program Supported by Regulation - Now in process of development.
14. Staff Study Justifying Need for Reports Management Program Supported by Regulation - Now in process of development.
15. Reports Management Program Promotion - Illustrated brochure now in process of development.
16. Writers' Guide - Staff study submitted to ADD/A on 22 January 1953 for approval. Copy of this study attached for your

~~Records Management Projects in Progress~~

information. Appendix .

17. Facilities and Services of the Records Center - A summary of facilities and services available now being circulated internally for comment.
18. Records Center Operations Handbook - Now in process of development.
19. Reference Aid to Supplemental Distribution Material - An inventory and brief description of CIA publications now being circulated internally for comment.
20. Volume and Activity Inventory of Distribution Materials - For use in acquainting operating offices with amount and type of material in storage in order to facilitate destruction of surplus copies. Draft copy now being circulated internally for comment.
21. Records Disposal Tickler File - To be established in the Records Center to assure compliance with authorized destruction of scheduled records. Project not yet assigned.
22. Shelving Space Control File - Necessary for the proper control of Records Center Space. Project not yet assigned.
23. Records Disposition Handbook - Was circulated informally for comments, and corrections have been made.
24. Records Management Regulations - Adequate regulations to cover the program are now in process of development.
25. Records Center Storage of TS Material - Interim procedure established and cleared with OGD.
26. Handbook for Standard Agency Filing System - Distributed by Regulations Control Staff for concurrence. Comments now being reconciled.
27. Security Desk Trays - Coordinate requirements and initiate procurement for initial requests. Requests for 493 have been received with others still to be submitted.
28. Elimination of Central Administrative Files - Proposed revised regulation prepared but delayed because of organizational changes now in process.
29. Promotional Material Concerning the Use of Standard Filing System - Now in process.
30. Standardization of Safe Cabinets - Representatives of this Office and the Security Office have been designated to meet with an inter-Agency committee.
31. Agency Microphotography Survey - Now in process and similar to Government-wide survey conducted by GSA.

32. Microphotography Handbook - Project assigned but start is being delayed pending completion of other assignments.
33. Vital Materials Handbook - Now being developed.
34. Vital Materials Microphotography Projects are scheduled periodically for the following offices:

OSI	OOD
Logistics	OO/Contacts
Personnel	Security Office

35. Vital Materials Deposit Schedules for All Offices - Includes identification of materials, method and frequency of deposit, and disposition information. Schedules for 11 offices still to be completed.
36. Revised Courier Receipt System - Partially developed but further action delayed by other priority assignments.
37. Registry Address Directory for the Agency - Now being typed for submittal to the Regulations Control Staff for issuance.
38. Regulation and Related Handbook for Mail Service - In last stages of development but further action being delayed because of organizational changes now being made.
39. Construction of New Records Center - The proposed construction of the Records Center at the [redacted] containing approximately 21,200 square feet, was proposed by this Office and I understand has now been approved by the Project Review Committee. I also understand that the Project Review Committee will recommend approval to the Director. The Logistics Office is in the process of preparing preliminary plans and specifications and selecting a site. It is hoped that a contract can be awarded for its construction by 1 April 1954. The status of the present interim Records Center in [redacted] involves a possible renewal of the lease by the Logistics Office. This is currently being discussed with the lessor by representatives of the Real Estate and Construction Division of the Logistics Office.

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PROJECTS

100 SERIES (PERSONNEL)

102 Personnel Status

Agency True Separation Listing
 Agency True Accession Listing
 Agency Strength Report
 Agency Promotion Study
 Agency Gains & Losses Report
 Security Strength Report
 Combined Alphabetical Listing
 Security Cancellations
 M.R.B. Status Register
 Promotions by Career Designation
 Name Changes Listing
 Grade Distribution - By Office
 Inter-office Reassignments (Grades GS-15-17)
 Personnel Card Processing for Records
 Integration (3 X 5)
 Career Designation Tabulation, by Office
 Personnel Action Report - by Type
 File Reproduction for Archives
 Semi-Annual Age - Grade Study
 Listing of Military Personnel

104

Applicant Qualifications Register
 (Quarterly)

107

Personnel Qualifications Register
 (Quarterly)

108

Personnel Evaluation Reports (Quarterly)

109

M.R.B. Security Work Register
 Security Tabulation - by Office
 Security Activity Report
 Security Tabulation 30-60-90 Days
 Plus & Minus E.O.D.'s & Cancellations
 Security E.O.D., Tabulation by
 Recruitment Source
 Security Listing - Full Clearance
 Requested - Not Received.

100 SERIES (PERSONNEL) Cont'd

115

Agency Draft Deferment Listing

120

Comptroller's Divisional Report

200 SERIES (UNVOUCHERED PAYROLL)

201

File Reproduction for Archives
 Tax Listing (Active & Inactive)
 Change Notices

202

Check Listing
 Check Issue Listing
 Checks

203

Station Expenses

204

Journal of Paid This Period

205

Paid at Station Report

206

Credit Union and Other Deductions
 Report

207

Hospitalization & Insurance
 Deductions Report

208

Recapitulation of Payroll Totals

209

Ledger of Individual Earnings Report

200 SERIES (UNVOUCHERED PAYROLL) Cont'd

211

W-2 Withholding Statements

212

Budget Report

213

Check reconciliation and Outstanding
Check Listing

214

Roster of Personnel

216

Retirement Report (Active & Inactive)

300 SERIES (LOGISTICS)

(Procurement and Accounting)

301

Monetary Receipts Register
Accounts Payable Cards

302

Transaction Register (Property On Hand)
Stock Status Report (Property On Hand)
Credit Item Listing
No Price Items Listing
No Nomenclature Listing
Allocation 91 Listing
Allocation 07-08 Listing

303

Transaction Register (Due In)
Stock Status Report (Due In)
Transaction Register (Due Out)
Stock Status Report (Due Out)

300 SERIES (LOGISTICS) Cont'd

304

Preparation of Acquisition Cards (On Hand)
Preparation of Acquisition Cards (In Transit)
Preparation of Acquisition Cards (In Use)
Preparation of Acquisition Cards (On Loan)

305

Transaction Register (In Transit)
Stock Status Report (In Transit)

306

Control Summaries (In Transit)
Control Summaries (In Use)
Control Summaries (On Loan)
Control Summaries (On Hand)

308

Critical Item Listing

310

Monetary Report (In Transit)
Monetary Report (In Use)
Monetary Report (On Hand)
Monetary Report (On Loan)

311

Monetary Issues Register

312

Acquisition Differences (In Transit)
Acquisition Differences (In Use)
Acquisition Differences (On Hand)
Acquisition Differences (On Loan)

313

Transaction Register (Property In Use)
Stock Status Report (Property In Use)

300 SERIES (LOGISTICS) Cont'd

314

Transaction Register (Property On Loan)
Stock Status Report (Property On Loan)

315

Subsidiary Cost Report for Finance
Reproduction of Cost Details for
Finance

317

Commodity 7530 Status Report

319

Selected Expendable Item Issues Report

321

Accountability Listing

323

Report of Issues by item

324

Critical Stock Position Listing of
items controlled by other segments
of the Agency

328

Cost Report of Material Issued by
Allotment.

350

Average Price Computation
Semi-Annual Transaction Register

329

Item Price Listing

400 SERIES LOGISTICS (REQUIREMENTS)

420

Requirements Reports

499

Nomenclature Cards

500 SERIES (UNVOUCHERED ACCOUNTS)

501

Daily Processing

502

Obligation Listing, Summary Obligation
Report 1953 (Monthly)
Obligation Listing, Summary Obligation
Report 1954 (Monthly)
Unliquidated Obligation Listing 1953 (Monthly)
Unliquidated Obligation Listing 1954 (Monthly)

504

Trial Balance of Advanced Accounts 144.1
(Weekly)
Trial Balance of Advanced Accounts 144.2
(Weekly)
Trial Balance of Advanced Accounts 150.1
(Monthly)
Trial Balance of Advanced Accounts 150.2
(Monthly)

505

Current Cost, Cumulative to Date by
Objective Classification (Monthly)
Current Cost, Cumulative to Date by
Detail Listing (Monthly)
Current Cost, Cumulative to Date by
Objective Classification (Special)

506

Trial Balance of Accounts Payable 303.1
Zero Balance of Accounts Payable 303.1
Trial Balance of Accounts Payable 303.2
Zero Balance of Accounts Payable 303.2

500 SERIES (UNVOUCHERED ACCOUNTS) CONT'D

507

Undeposited Receipt of Agent Cashiers 100 Series
Cash on Hand, Disbursing Agent Cashiers
103 Series
Cash in Bank, Agent Cashiers 105 Series
Cash in Bank, Agent Cashiers 110 Series
Cash in Bank Accounts 111 Series
Cash in Bank Accounts 112 Series
Cash in Bank Accounts 113 Series
Disbursing Officers Cash Available to
Finance Division 135 Series
Payment by Fiscal Division 535.0

508

Trial Balance of Accrued Compensation Pay
Abroad 300.1
Zero Balance of Accrued Compensation Pay
Abroad 300.1
Trial Balance of Accrued Compensation Pay
Abroad 300.2
Current Miscellaneous 650.1

509

Insurance Premiums Payable

510

Credit Union Roster

511

Annual Expense Listings

512

Expense Listings 882 1952
Schedule of Expenditures by Object Class 1952
Schedule of Allotments by - Area Division 1952

513

Expense Listings 883 1953
Allotment Ledger 1953
Schedule of Expenditures by Object Class 1953
Schedule of Allotments by Area Division 1953
Schedule of Expense Payments by Fiscal Division 1953

500 SERIES (UNVOUCHERED ACCOUNTS) cont'd

514

Expense Listing 884 1954
Allotment Ledger 1954
Schedule of Expenditures by Object
Class 1954
Schedule of Allotments by Area
Division 1954
Schedule of Expense Payments by
Fiscal Division 1954

600 SERIES (VOUCHERED PAYROLL)

601

Employee Notice of Earnings &
Deductions
Payroll Processing
Check Issue Listing

603

Annual Average Payment by Office

605

Roster of Personnel

610

Preprinted Time and Attendance
Report Payroll Change Notice

611

Transfer Report
Termination Report
Individual Earnings Record

615

Preparation of Checks

616

Reproduction of Cards for Archives

600 SERIES (VOUCHERED PAYROLL)

618

Machine Audit of Payroll payments and deductions

620

Leave Report

(3200) Leave & Overtime Report by Pay period

(2900) Leave & Overtime Report by Pay period

Sick Leave in Excess of 32 hours report,

Medical Division.

633

W-2 Withholding Statements

637

Sick Leave Report

900 SERIES (SPECIAL PROJECTS)

910

Stock Catalog

955

Reproduction Division, Production Report

960

Personnel Information Locator File

970

Tables of Organization

973

F. E. Personnel Status

974

Group Hospitalization Records and Reports

975

Physical Description

900 SERIES (SPECIAL PROJECTS)CONT'D

976

General Service T/O Slotting

980

Orientation Attendance Reports

990

Special Security Reports

995

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APPENDIX

New Projects In Process - Machine Records Branch

1. Revision of stock accounting procedure to incorporate mark sense operation.
2. Establishment of retirement records for employees paid from vouchered funds.
3. Study of application of machine techniques to time and leave records being conducted in conjunction with Management and Improvement Staff, Office of Comptroller.
4. The possible application of machine techniques to vouchered funds accounting. This has been discussed with Deputy Comptroller, and is pending action by your office.
5. The establishment and maintenance of a promotions history file for the preparation of promotion statistics.
6. The establishment and maintenance of a file reflecting due dates of periodic step increases to prepare listings and forms advising individuals and offices of this action.
7. A study to determine the value of reconstructing the personnel history file of each employee as the records prior to 1951 are incomplete and inaccurate.
8. The establishment of an inter-office transfer file for the preparation of reports reflecting the turnover of personnel in each office.

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APPENDIX

NSA RECORDS OFFICERS

Organization

Name

Office of the Director

Office of Communications
Office of Training
Office of Personnel

DD/I

Office of Intelligence Coordination
Office of Collection & Dissemination
Office of Research and Reports
Office of Operations
Office of National Estimates
Sovmat/Office of Operations
Contact/Office of Operations
PBID/Office of Operations
PBD/Office of Operations
Office of Current Intelligence
Office of Scientific Intelligence

DD/A

Office of the General Counsel
Office of the Comptroller
Legislative Office
Inspection and Security
Medical Office
Audit Office

DD/P

CS/PI/RI

WE

SE

WE/Reg.

ETC

PP

TED/Reg.

WHA/Sec.

Paramil. Ops.

RI

PI/RI

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